

## Incident Notification

### 327.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of certain incidents should be made.

### 327.2 POLICY

The Fresno State Police Department recognizes that certain incidents should be brought to the attention of other University constituents, supervisors, or other specified personnel of this department to facilitate the coordination of necessary actions and ensure that inquiries from the media and the public may be properly addressed.

### 327.3 MAJOR INCIDENT NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police and the affected Command Staff. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Homicides
- Traffic accidents with fatalities
- Officer-involved shooting - on or off duty (see Officer-Involved Shootings and Deaths Policy for special notifications)
- Significant injury, illness, or death to employee - on or off duty
- Death of a prominent Fresno State official
- Death of a Fresno State student
- Arrest of a department employee or prominent Fresno State official
- Aircraft crash with major damage and/or injury or death
- In-custody deaths
- Clery crimes committed in Clery geography that may pose an on-going threat to the campus community

### 327.4 OTHER INCIDENT NOTIFICATION

Other situations may arise that are not considered "major incidents" but require notification to University officials or constituents to ensure proper actions are taken. The following list of incident types, along with the corresponding University department or person(s) to notify, is provided as a guide for notification and is not intended to be all inclusive.

- **W&I 5150** - Ensure that the proper report is taken and forwarded to the Administrative Lieutenant, If the person placed on W&I 5150 hold is a student living in student housing, contact the Director of Housing as soon as practicable and forward the completed report. Document notification in RIMS.

# Fresno State Police Department

## POLICY MANUAL

### *Incident Notification*

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- **Missing Persons** - If a student housing resident is reported missing, contact the Director of Housing immediately.
- **Injured Students** - If a student is injured on-campus and requires first aid, notify Environmental Health and Safety and Risk Management.
- **Injured or Ill Employees** - If an employee is injured or becomes significantly ill on-campus, notify Environmental Health and Safety and Risk Management, along with Workers' Compensation.
- **Title IX** - If a report is taken that involves any act of sexual misconduct, criminal or non-criminal (i.e. sexual harassment, sexual battery or assault, stalking, domestic violence, dating violence), notify the Administrative Lieutenant and forward a completed copy of the report to him/her.

#### **327.5 SHIFT SERGEANT RESPONSIBILITY**

The Shift Sergeant is responsible for making the appropriate notifications. The Shift Sergeant shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Shift Sergeant shall attempt to make the notifications as soon as practicable. Notification should be made by calling the home telephone number first and then by any other available contact numbers.

##### **327.5.1 STAFF NOTIFICATION**

In the event an incident described in this policy occurs, the Chief of Police shall be notified along with the affected Patrol Operations Operations Lieutenant.

##### **327.5.2 DETECTIVE NOTIFICATION**

If the incident requires that a detective respond from home, the immediate supervisor of the appropriate detail shall be contacted who will then contact the appropriate detective.

##### **327.5.3 EMERGENCY CONTACT NOTIFICATION**

When contact information is available, the Shift Sergeant should attempt to notify the next of kin/ emergency contact of a seriously injured or seriously ill person.

##### **327.5.4 PUBLIC INFORMATION OFFICER (PIO)**

The Public Information Officer shall be called after members of staff have been notified that it appears the media may have a significant interest in the incident.